



## STOREKEEPER I

Job Code: 1612

EEO Class Code: Office / Clerical

Union Status: AFSCME

FLSA Code: Non-Exempt

Salary Grade: o207

### NATURE OF WORK

Varied manual and responsible clerical work in the operation of storage areas in connection with the operation of a warehouse.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Participates in the receiving, unpacking, inspecting, checking, storage and issuance of supplies and equipment
- Participates in the maintenance of perpetual inventories and stock cards
- Prepares requisitions for materials
- Makes periodic checks on equipment and stock items and submits recommendations of items to order
- Checks quantity and quality of goods received for conformity to purchase orders and specifications
- Approves invoices of incoming materials
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of inventory and record keeping requirements of a diversified municipal store keeping operation.
- Considerable knowledge of stock receiving, store keeping, and shipping practices and procedures.
- Ability to keep inventory and stock control records and to prepare reports
- Ability to understand catalog prices and discount sheets
- Ability to make mathematical calculations with speed and accuracy
- Ability to establish and maintain effective working relationships with vendors and other City employees

### MINIMUM REQUIREMENTS

- One (1) year experience in stockroom, inventory, or general warehousing work

### PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to lift heavy objects

### SUPERVISION RECEIVED

- General and specific assignments are received from the Storekeeper II
- Work is subject to close review

## SUPERVISION EXERCISED

- None